

**NATIONWIDE JOB OPPORTUNITY AIR NATIONAL GUARD ACTIVE GUARD/RESERVE
(AGR) JOB VACANCY**

**STATE OF WYOMING MILITARY DEPARTMENT
Office of the Adjutant General
5410 Bishop Boulevard
CHEYENNE, WYOMING 82009**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

Announcement No: **16-A348**
Position Title: **Education and Training Manager**
Opening Date: **08 September 2016**
Closing Date: **05 October 2016**
Minimum Grade Auth: **E-6 / TSgt**
Maximum Grade Auth: **E-7 / MSgt**
DUTY SSI/MOS/AFSC: **3S271**
Security Clearance: **TOP SECRET**
Aptitude Area Scores: **Minimum score of 59 in the General area of the ASVAB**
Unit/Duty Location: **153rd Command and Control Squadron, Cheyenne, Wyoming**
Female Asg Elig: **Females are eligible to apply**
Nominating Official: **Lt Col Christopher Howard, Commander, 153 CACS**
Selecting Official: **SMSgt Travis Opsal, Chief, Cyber Operations, 153 CACS**
Area of Consideration: **This vacancy announcement is open to current members of the Wyoming Air National Guard and those eligible to transfer to the Wyoming Air National Guard.**

2. Qualification Requirements: Individual must possess at least a SECRET clearance prior to submitting package to HRO and provide documentation with application.

Additionally, this position requires the individual to obtain and maintain a **TOP SECRET** security clearance; individual must complete SF 86 for **TOP SECRET** clearance upon selection. If a favorable **TOP SECRET** clearance investigation cannot be conducted within 30 days of selection notification, the selected individual may be terminated from the AGR Program. Must be medically and physically qualified under AFI 48-123 and meet fitness and weight standards under AFI 36-2905. Compliance with AFI 36-2903 is mandatory. Must meet eligibility criteria as prescribed in ANGI 36-101. Female applicants selected for AGR positions must be tested for pregnancy within 30 days preceding initial entry into the AGR program. Pregnancy precludes entry on AGR status.

3. Initial AGR tour is probationary and will not exceed 6 years. Per WYMD 335 MPP, all WY ANG AGR Initial AGR Tours will be for 48 months. Follow-on tour lengths may be from 1 to 6 years based on the needs of the command. Extension beyond the initial tour is contingent upon recommendation by the Commander and final approval by the Adjutant General in an ACB (Active Continuation Board).

4. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to a review of qualifications by the Human Resources Office. All notifications of selection are conditional until verification of security clearance, medical clearance, and approval of HRO Form 100 determinations have been completed by HRO (Policy Memorandum 12-40 Employment of Relatives within the Wyoming Military Department).

POSITION DESCRIPTION

Develops, delivers, and evaluates E&T programs. Applies instructional system development (ISD) process. Collects and analyzes job performance data, and conducts occupational analysis surveys. Compares individual knowledge and skills with job standards, and identifies E&T requirements. Develops and validates standards. Determines adequacy of existing courses and programs. Screens and validates formal E&T requirements. Develops objectives to meet Air Force academic, vocational, and technical standards. Determines most cost effective method to deliver E&T. Sequences objectives; selects instructional design, method, and media; and identifies resource needs. Creates materials to support objectives. Develops tests and standards to measure individual abilities. Evaluates E&T programs, recommends actions to correct deficiencies, and oversees evaluations and surveys. Conducts, validates, and revises programs and instruction. Coordinates user feedback with career field managers and E&T providers, and monitors corrective actions. Administers E&T programs. Serves as E&T program manager. Consults on ISD process and career field E&T plans (CFETP). Advises on E&T materials and services. Conducts work center visits, and organizes programs to develop and conduct job site training. Advises on unit and individual E&T progress. Identifies E&T providers, capabilities, and resources, and ensures availability of materials. Recommends revisions to E&T programs and CFETPs. Helps obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs. Prepares and maintains records, files, and materials. Maintains liaison with activities conducting, scheduling, or supporting E&T requirements. Coordinates and schedules events and facility use. Requests course quotas; monitors formal E&T process; and maintains records of course attendance, withdrawals, completions, and costs. Manages automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program. Coordinates wartime task training. Oversees E&T activities. Organizes E&T programs to achieve educational goals and mission requirements. Prepares directives to manage and control E&T programs. Implements policies and coordinates changes. Develops and manages reporting procedures. Maintains E&T data, and provides statistical reports on programs and operations. Monitors progress, identifies problem areas, determines causes, recommends corrective action, and provides counsel. Organizes and controls facilities, supplies, and equipment to support E&T needs. Forecasts E&T requirements, determines validity, and assesses cost. Participates in utilization and training workshops, training planning teams, and training planning groups. Performs other tasks and duties as assigned.

INITIAL ELIGIBILITY REQUIREMENTS

- 1. Must be a current member of the Wyoming Air National Guard or be eligible to transfer to the Wyoming Air National Guard.**
- 2. Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic "Report of Individual Fitness" form dated within 12 months as of the**

closing date of the announcement, reference AFI 36-2905. Physical Fitness Training and Testing will be ongoing.

3. Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exam must be completed within 48 months prior to entry on AGR Tour. HIV test cannot be more than six (6) months old prior to the tour start date.
4. Must meet any Special Requirements as specified on Position Description.
5. **Must possess or be able to obtain appropriate AFSC IAW current regulations.**
6. Failure to obtain and maintain a **TOP SECRET** security clearance will result in removal from the AGR program.
7. Air National Guard members on the Fitness Improvement Program (FIP) are ineligible for entry into the AGR Program. This does not include the probationary period after the loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed in the AGR program.
8. Selected individual must extend/re-enlist for a period equal to or greater than the initial tour end date.
9. Must not have been previously separated for cause from active duty.
10. Wyoming Air National Guard enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level in the advertised/compatible duty AFSC. An AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
11. **Airman will remain as the sole occupant of a funded vacant AGR position on the UMD for a period of 24 months upon being awarded the duty assigned AFSC.**
12. **Reassignments within the first 24 months require a waiver, through the TAG. (ANGI 36-101, Para 6.6.1.)**
13. **Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Overgrade applicant must indicate in writing, willingness to be administratively reduced in grade when assigned to the position.**
14. Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
15. IAW ANGI 36-101, paragraph 2.2.1.2, applicant should be able to complete 20 years of active federal service prior to reaching Mandatory Separation Date. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation date, must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101. Exceptions may be considered by The Adjutant General on a case-by-case basis for exceptional circumstances.
16. Members must remain in the position to which initially assigned/reassigned for a minimum of 24 months. (The TAG may waive this requirement after selection).

INSTRUCTIONS FOR APPLYING

Individuals may apply by submitting documents to:

**Wyoming Military Department
Human Resources Office - AGR
5410 Bishop Boulevard
Cheyenne, WY 82009**

The following forms and documents are required and must be current as of the closing date of the announcement. Applicants must type or print in legible dark ink and **SIGN AND DATE** each application. Along with the required forms, applicants may attach additional documents such as DD Form 214, Completion of Training certificates, Letters of Recommendations/Endorsement, etc. **Applications not containing the required forms will not be considered or forwarded to the selecting supervisor.**

- **Cover letter**
- **Resume**
- **NGB Form 34-1 Application for Active Guard/Reserve (AGR) Position dated 11 November 2013:** Form may be found using the following url: http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm. Provide continuation paper as needed; **pay particular attention to Section IV and the requirement to fully explain “yes” answers; form must be signed and dated.** A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1. **Form must be signed and dated.**
- **Documented Current Fitness Test Results** dated within 12 months as of the closing date of the announcement.
- **Current Report of Individual Personnel (RIP):** Obtained from your unit, vMPF, or the Force Support Squadron. **Must show ASVAB Test Scores and verification of security clearance level.**
- **Current Point Credit Accounting Report System (PCARS):** Obtained from your unit, vMPF, or the Force Support Squadron.
- **SF 181:** Ethnicity and Race Identification Form
- **Last three EPRs:** If three EPRs are not available, the Airman must include a letter of recommendation or performance from the military command.
- **Over grade applicants must indicate in writing, willingness to be administratively reduced in grade when assigned to the position in application packet.**

NOTE: It is the responsibility of the individual Airman applying for a full time position to ensure their personnel records are complete and up to date, and to ensure all basic qualifications noted in the description of duties are met. We may elect to not consider any waiver, to include medical.

SPECIAL REQUIREMENTS

- Ability to obtain and maintain a **TOP SECRET** Security clearance.
- Must have knowledge of the organization and mission of the Air National Guard.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Applications must be received in HRO by close of business on the closing date of the announcement.
- Faxed/mailed applications will not be accepted **except for deployed individuals.**

- Do not submit applications in file folders, binders, etc.
- Applications will not be returned.

Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data provided is accurate and complete.

The Military Department of Wyoming is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

Human Resources office Point of Contact: SSG Katie Upton (307) 772-5227, SGT Lorien Mele (307) 772-5127 or CW3 Nathan Galloway (307) 772-5220 / E-Mail: ng.wy.wyarnq.list.org-jobs@mail.mil

General Reference on HRO Hiring Procedures:
[Wyoming Military Department General Merit Placement & Promotion Plan](#)

Position: 00709621S

FS57-10S100

AGR Position - 478808